

**Planning Department - Supplemental Information**

**PLACER COUNTY  
COMMUNITY DEVELOPMENT/RESOURCE AGENCY**

3091 County Center Drive, Suite 140, DeWitt Center, Auburn CA 95603

Telephone: (530) 745-3000/Fax: (530) 745-3003

Web Page: <http://www.placer.ca.gov>

Date:

Plus #

**Planning Department Pre-Development Meeting Checklist**

Based on review of information presented at the Pre-Development Meeting, the following items will be required to be submitted with the project's Environmental Questionnaire (EQ).

**Department Representative:**                      **Phone: 530**                      **E-Mail:**                      **@placer.ca.gov**

**Project:**

**Property Zoning:**                      **Project Applicant:**

Received	Required	N/A	#	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	<b>10 copies of Site Plan</b> no larger than 8 ½ x 11 (or folded to that size, with one reduced). See supplemental information for further details regarding content.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	<b>Tentative Map</b> conforming to the requirements of Chapter 16, Sections 16.12.040 and 16.12.050 of the Placer County Land Division Ordinance. The requirements listed in these sections can be found on the internet at <a href="http://ordlink.com/codes/placer/index.htm">http://ordlink.com/codes/placer/index.htm</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	<b>100-Year Floodplain</b> shown on the tentative map/site plan (see DPW Supplemental Information).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	<b>Detailed Project Description</b> that describes the project in its entirety to include: <input type="checkbox"/> Proposed uses <input type="checkbox"/> Acreage to be developed <input type="checkbox"/> Offsite easements and improvements required for the project <input type="checkbox"/> Number of lots/units <input type="checkbox"/> How services will be provided <input type="checkbox"/> Typical customers <input type="checkbox"/> Number of employees <input type="checkbox"/> Hours of operation <input type="checkbox"/> Location of customer and employee parking <input type="checkbox"/> Development standards (setbacks, coverage, height, etc.) <input type="checkbox"/> Requested Entitlements <input type="checkbox"/> Any limitations or prohibitions regarding livestock uses <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	<b>Aerial Photograph</b> with project site superimposed (color, rectified, with topography)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. <b>PD Worksheet</b> (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. <b>Affordable Housing Compliance</b> (Specific Plans/ Redevelopment areas - North Lake Tahoe and Auburn)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. <b>Tree Survey and Arborist Report</b> (2 Copies) (see Tree Ordinance, revised 9/01 Sections 12.16.06, 12.16.070, 12.16.080)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. <b>Wetland Delineation</b> (USACE verified delineation may be submitted, but is not mandatory. Unverified map of wetlands based on assessment of vegetation, hydrology, and soils is sufficient.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. <b>Biological Study Report</b> (2 copies) to: <ul style="list-style-type: none"> <li>• identify extent of riparian vegetation</li> <li>• identify sensitive habitat</li> <li>• identify/habitat for rare, threatened or endangered species (as defined by CEQA)</li> <li>• quantify impact areas (including acres of habitats affected, number of trees removed)</li> <li>• Other</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. <b>Entrance features</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. <b>Building elevations</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. <b>Fencing plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. <b>Photographs of site</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. <b>Visual impact analysis</b> (Including public and private views of the site)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. <b>Color and material board</b> (to be submitted prior to discretionary permit hearing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. <b>Cultural resources records search</b> (2 copies) - see attached brochure and requirements provided by the North Central Information Center (dc-archaeology)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. <b>Cultural resources field survey report</b> (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. <b>Paleontological resources records/information search report</b> (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. <b>Paleontological Field Survey</b> (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. <b>Recreation/open space features</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. <b>Conceptual landscape plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. <b>Lighting and photometric plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. <b>Community Plan consistency</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. <b>Pending County ordinances</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. <b>Map and description of adjacent land uses</b>

**PLACER COUNTY  
COMMUNITY DEVELOPMENT/RESOURCE AGENCY  
PLANNING DEPARTMENT**

**Supplemental information to be included with the Environmental Questionnaire (EQ)**

The following information is required to determine the potential environmental impacts of the proposed project and to identify appropriate mitigation measures. However, additional information may be requested if the provided information leads to further questions, and/or if the County is unable to complete the initial study checklist due to an incomplete EQ.

**1. Site Plan**

Submit 20 copies of a site plan drawn to scale no larger than 8½" x 11" (or folded to that size with one reduced) to include the following information:

- Boundary lines and dimensions of parcel(s).
- Existing and proposed structures and their gross floor area in square feet, parking areas, with spaces delineated, distance between structures and distance from property lines.
- The approximate area of the parcel (in square feet or acres), also indicating acreage to be developed.
- Names, locations and widths of all existing traveled ways, including driveways, streets and right-of-ways adjacent to the property.
- Approximate locations and widths of all proposed streets, right-of-ways, driveways, and/or parking areas.
- Approximate location and dimensions of all proposed and existing easements, wells, leach lines, seepage pits, or other underground structures.
- Approximate location and dimensions of all proposed easements for utilities and drainage and existing and proposed improvements on adjacent sites.
- Approximate location of all creeks, drainage channels, riparian areas, and a general indication of the slope of the land and all trees of significant size.
- Accurately plot, label, and show exact location of the base and drip lines of all protected trees (native trees 6" dbh or greater, or multi-trunk trees 10" dbh or greater) within 50 feet of any development activity (i.e., proposed structures, driveways, cuts/fills, underground utilities, etc.) pursuant to Placer County Code, Chapter 36 (Tree Ordinance). See Arborist Report requirements.
- North arrow and approximate scale of drawing.
- Vicinity map which shows the location of the subject property, in relation to existing County roads and adjacent properties, sufficient to identify the property in the field for someone unfamiliar with the area. The distance of the closest intersection of County roads should be shown to the nearest 1/10th of a mile.
- Adjacent land use map showing location of residence and other sensitive receptor land uses (e.g., schools, hospitals, public parks, public trails)
- Assessor's parcel number, section, township, and range.
- Name(s) of property owners(s) and applicant, if any.
- An indication of any adjacent lands in the same ownership.
- **For areas in the Tahoe Basin only:**
  - Soil map with TRPA land classification

## Planning Department - Supplemental Information

- Map of TRPA designated resources related to threshold carrying capacities
- Existing impervious surface area (sq. ft.) \_\_\_\_\_
- Proposed impervious surface area (sq. ft.) \_\_\_\_\_
- Impervious surface area allowed (sq. ft.) \_\_\_\_\_ based on soil classification

### 8. **Tree Survey and Arborist Report**

Submit two copies of a tree survey and arborist report prepared by an ISA Certified Arborist depicting:

- The exact location of all trees 6" dbh (diameter at breast height - 4½ ft. above ground) or greater, or multiple trunk trees with an aggregate diameter of 10" dbh or greater, within 50' of any grading, road improvements, underground utilities, driveways, building envelopes, etc.
- All trees 18" dbh or greater, located on the entire site.
- Any trees disturbed from off-site improvements (i.e., road improvements, underground utilities, etc).
- Include the sizes (diameter at 4½ ft. above ground), species of trees, spot elevations, and approximate driplines. Show on the survey trees to be saved or removed, superimposed on the site/grading plan and show all proposed improvements, including underground utilities.
- Mark with an "X" on the proposed Tentative Map any tree proposed to be removed or to be impacted within its dripline, including those within the building envelope or within the driveway area.
- A summary table of the total number of trees on site, total number of trees to be impacted, and total number of trees that are proposed to be removed.
- Submit a tree mitigation plan indicating tree replacement ratios and planting areas to be shown on the site plan.

### 9. **Wetlands Delineation**

- Submit a wetlands analysis and delineation (2 copies) prepared by a qualified biologist, based on the US Army Corps of Engineers' (ACOE) criteria and standards, and in response to consultation with the California Department of Fish and Game (DFG), Regional Water Quality Control Board (RWQCB), and US Fish and Wildlife Services (USFWS). ACOE verification is preferred but not required prior to completion of the CEQA process.
- Show all existing wetlands and Waters of the U.S. on the site plan/tentative map/grading plan. Wetlands/waters proposed to be impacted should be clearly identified.
- Include a summary table on the exhibit indicating the total area of existing and impacted wetlands.
- Show wetland mitigation areas on the exhibit and alternative mitigation plans proposed for acceptance by Placer County, RWQCB, DFG and ACOE. All wetland replacement areas must occur within an Open Space lot or other lands protected in perpetuity and not on individual residential lots. Evidence of consultation with ACOE, RWQCB, DFG, and USFWS shall be included.

### 10. **Biological Study**

A biological study (2 copies) should include the following:

- A reconnaissance level field study of the project site to identify and map the vegetation communities present and evaluate the site's potential to support habitat for listed and special-status species. Vegetative communities should be mapped according to the Placer County Wildlife Habitat Relationship classification system (as identified in the Placer County Natural Resources Report) for

## Planning Department - Supplemental Information

West County projects (west of Auburn, map available from the Planning Department). Projects occurring in the East County shall be mapped according to the California Department of Fish and Game Wildlife Habitat Relationship (WHR) system. All wetlands and Waters of the U.S. shall be mapped according to the USFWS Cowardian classification system, as per ACOE standards, modified when necessary.

- A biological assessment prepared by a qualified biologist that summarizes the results of the field reconnaissance, analyzes the potential for listed and special-status wildlife and plant species to occur on the site, and discusses any sensitive communities identified during field review (i.e. wetlands, Waters of the U.S. riparian and woodland communities).
- Discussion of the regulatory setting for wetlands, listed species, and CEQA considerations (including any critical habitat designations, U.S. Fish and Wildlife Service recovery plans, etc).
- Review of applicable data from Federal and State of California resource agencies along with Placer County ordinances relating to biological resources (i.e. California Natural Diversity Database-CNDDDB, U.S. Fish and Wildlife species list).
- The report should include the following graphics/figures:
  - A site and vicinity map,
  - The site boundary superimposed on an aerial photograph depicting a 1-mile radius of the surrounding area
  - Results of the CNDDDB query (depicting a 5-mile search radius
  - Delineation of the vegetative communities with a table displaying the total acreage for each community type
  - Locations of any sensitive habitats/species
- Discussion of all potentially significant direct and indirect impacts on biological resources arising from the proposed project. Impacts to sensitive habitats and vegetative communities should be quantified in this discussion.

**NOTE:** Mitigation measures for all identified impacts will be developed in consultation with Placer County, and representatives of responsible and trustee agencies.

### 11. **Entrance features**

- Show on the project plan, all proposed entrance structure and features, including fencing, signage, water features, lighting, etc.
- Locate these features on the plan in a manner that demonstrates no interference with driver sight distance.
- Do not locate within right-of-way.
- Show elevations and design details.
- Entrance monument or structure erected within the front setback on any lot, within certain zone districts shall not exceed 3' in height consistent with Rural Design Guidelines.

### 13. **Fencing plan**

A fencing plan shall be provided for the following purposes:

- Protection of resources. Permanent fencing with upright posts embedded in concrete along and around all (circle applicable resources) protected wetlands, native tree areas identified to be saved, creek/ravine/river areas, around open space lots, and detention facilities. Fencing is intended to provide a physical demarcation to future owners of the location of protected resources and should be shown on the project plans.

## Planning Department - Supplemental Information

- Project fencing: Permanent fencing, proposed by the applicant or required by the County to shield the project from surrounding land uses including adjoining roadways, neighboring residences, or other property owners, etc.
- Temporary Protective Construction Fencing: Temporary fencing is required to protect sensitive resources during construction. Fencing is to be 4' tall, brightly colored (usually yellow or orange), synthetic mesh material fence and located as follows (CHOOSE ONE):
  1. Adjacent to any and all wetland preservation easements that are within 50' of any proposed construction activity.
  2. At the limits of construction, outside the dripline of all trees 6" dbh (diameter at breast height), or 10" dbh aggregate for multi-trunk trees, within 50' of any grading, road improvements, underground utilities, or other development activity, or as otherwise shown on the Tentative Map.
  3. Around any and all "special protection" areas as discussed in the project's environmental review documents.
  4. Around all Open Space lots within 50 feet of any development activity.

### **Notes:**

- No development of this site, including grading, will be allowed until this condition is satisfied. Any encroachment within these areas, including driplines of trees to be saved, must first be approved by the DRC.
- Temporary fencing shall not be altered during construction without written approval of the DRC.
- No grading, clearing, storage of equipment or machinery, etc., may occur until a representative of the DRC has inspected and approved all temporary construction fencing. This includes both on-site and off-site improvements.
- Efforts should be made to save trees where feasible. This may include the use of retaining walls, planter islands, pavers, or other techniques commonly associated with tree preservation.

### 15. **Visual Impact Analysis**

- Discuss the impacts to the existing visual character of the site as a result of project implementation.
- Describe the existing character of the site and surrounding environment as seen from surrounding public and private viewpoints and evaluate the anticipated changes to the visual character resulting from development of the proposed project including the addition of light to the project area.
- Provide photos to and from the site from select public vantage points in order to highlight the results of the aesthetic analysis.
- Provide photo simulations of the proposed development superimposed on the photos from selected vantage points. Selection of photo vantage points shall occur in consultation with the Planning Department.

### 17. **Cultural Resources Records Search** (2 copies)

- North Central Information Center - Retain a professional archaeologist to conduct a records search at the North Central Information Center at CSU Sacramento to determine the presence of the above stated resources. The purpose of the records search is to determine:
  - The extent and distribution of previous archaeological surveys,
  - The locations of known prehistoric archaeological sites and historic sites and any previously recorded archaeological districts, and

## Planning Department - Supplemental Information

➤ The relationships between known sites and environmental setting.

- Native American Heritage Commission - Retain a professional archaeologist that meets the federal requirements of the Department of Interior to conduct a consultation and record search of the sacred lands files at the State of California Native American Heritage Commission to determine the presence of special Native American cultural resources located in the immediate project vicinity.
- Submit a plan, acceptable to the County and State of California, for protection and avoidance of all sensitive resources.

### 18. **Cultural Resources Field Survey** (2 copies)

- Retain a professional archaeologist that meets the federal requirements of the Department of the Interior to conduct a pedestrian field survey in the immediate project vicinity to record and evaluate previously unidentified as well as previously documented cultural resources.

#### **Note:**

The purpose of the field survey is to ensure that any previously recorded sites, which may have been identified during the records search, are re-located and evaluations updated. For previously undocumented sites discovered, the field survey would include formally recording these sites on State-approved forms. All field survey procedures shall follow guidelines provided by the State Historic Preservation Office (Sacramento) and conform to accepted professional standards.

- Upon completion of the records search and pedestrian survey, the archaeologist prepares an Inventory Report which identifies project effects and recommends appropriate mitigation measures for sites which might be affected by the implementation of the project, and which are considered significant or potentially significant resources per CEQA criteria, and/or eligible or potentially eligible for inclusion on the National Register of Historic Places.
- Prepare a confidential exhibit for the Planning Department's exclusive use depicting the location of all cultural resources found on the project site and vicinity.
- Submit a report summarizing all finds and their CEQA significance.
- For projects involving a general plan/community plan amendment or Specific Plan proposal, submit evidence of consultation with Native Americans in compliance with Government Code Sections 65352.3 and 65562.5.

### 19. **Paleontological Resources Records/Information Search** (2 copies)

- Contact UC Berkley Information Center to retain a qualified paleontologist or registered geologist to determine project site's sensitivity level including surrounding vicinity and recorded finds known in the area (research soils and history). Summary report shall include recommended construction-level mitigation measures.
- Performs a paleontological study of the area, utilizing published literature and museum records that provide preliminary data and reveal broad scale trends.

### 20. **Paleontological Field Survey** (EIR projects) (2 copies)

- Retain a qualified paleontologist to conduct a preliminary field survey and follow-up report that discusses the likelihood of fossils on the project site, and determine the distribution of geologic units to delineate areas of high fossil probability. Said report shall recommend mitigation measures to be implemented during construction.

## **Planning Department - Supplemental Information**

- Establishes procedures for paleontological resource surveillance and shall recommend procedures for temporarily halting or redirecting work to permit sampling, identification, and evaluation of fossils.
- Reports discovery of major paleontological resources, which require temporary halting or redirecting of grading to the Placer County Museums Division and the Planning Department.
- Recommends appropriate actions, which ensure proper exploration and/or salvage.
- Submits a follow-up report to the Museums Division and the Planning Department which shall include the period of inspection, an analysis of the fossils found, and present repository of the fossils.

### **Note:**

- Excavated finds shall be offered to a State-designated repository such as the Museum of Paleontology, UC Berkeley, the California Academy of Sciences, or any other State- designated repository, as approved by Placer County. Otherwise, the finds shall be offered to the Placer County Museums Division or other County-approved location for purposes of public education and interpretive displays. These actions, as well as final mitigation and disposition of the resources shall be subject to approval by the Museums Division, in consultation with the Planning Department.
- Impacts on paleontological resources resulting from proposed development projects will depend on factors such as the presence or absence of previously identified fossil- producing localities, the extent and depth of soil or recent alluvial cover over bedrock, the exact relationships between productive fossil zones and the plan area, and the significance of local fossils. Both direct and indirect impacts may occur, and in some circumstances the impacts may be positive, such as in areas where trenching or grading provides the only available access to an opportunity for finding fossils that would not otherwise be identified.
- A qualified paleontologist/geologist shall monitor project sites determined to be a candidate location for high fossil probability during grading activities, observe grading activities and salvage fossils as necessary.

### **22. Conceptual Landscape Plan**

Submit a conceptual landscape plan, consistent with the Placer County Landscape Design Guidelines and relevant Community Plan, which would typically include the following features:

- Landscaping consisting of native-appearing, drought-tolerant plant species with a water-conserving drip irrigation system.
- Landscaping to replace vegetation disturbed by site improvements.
- Landscaping along all adjoining frontage roadways to screen development from public view and provide for common area maintenance and ownership.

### **23. Lighting and Photometric Plan**

Submit a conceptual lighting plan should demonstrate compliance with the applicable Community Plan and Placer County Design Guidelines which would typically include the following features:

- Night lighting designed to minimize impacts to adjoining and nearby land uses.

**Note:** Lighting is not permitted on top of structures.



## Planning Department - Supplemental Information

- Site lighting fixtures in parking lots provided by the use of one of the following: high-pressure sodium (HPS), other \_\_\_\_\_. The metal pole color shall be such that the pole will blend into the landscape (i.e., black, bronze, or dark bronze). All site lighting in parking lots shall be full cut-off design so that the light source is fully screened. Wall pack or other non-cut off lighting shall not be used.
- Building lighting shielded and downward directed such that the bulb or ballast is not visible. Lighting color should complement the building colors and materials and shall be used to light entries, soffits, covered walkways and pedestrian areas. Roof and wall pack lighting shall not be used. Lighting intensity shall be of a level that only highlights the adjacent building area and ground area and shall not impose glare on any pedestrian or vehicular traffic.
- Landscaping lighting may be used to visually accentuate and highlight ornamental shrubs and trees adjacent to buildings in open spaces. Lighting intensity shall be of a level that only highlights shrubs and trees and shall not impose glare on any pedestrian or vehicular traffic.

### Notes:

- As part of project approval, lighting standards may be created including General Lighting Standards, Street Lighting Standards, Residential Standards, Prohibited Lighting and Exemptions to insure that individual fixtures and lighting systems in residential subdivisions are designed, constructed and installed in a manner that controls glare and light trespass, minimizes obtrusive light and conserves energy and resources.
- Interior street lighting shall be designed to be consistent with the "Dark Sky Society" standards for protecting the night sky from excessive light pollution. Other resources providing technical support include publications of the Illuminating Engineering Society of North America (IESNA) and the IESNA Lighting Handbook, Reference & Application, Ninth Edition and Recommended Practices (RP). The intent of these standards is to design a lighting system, where determined necessary that maintains public safety and security in the project area while curtailing the degradation of the nighttime visual environment through limiting evening light radiation and/or light spill.
- All street lighting shall be reviewed and approved by the DRC for design, location and photometrics consistent with Rural Design Guidelines.

O:\PLUS\PreDevelopment\DEPARTMENT CHECKLISTS\dc-planning.doc